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POSITION DESCRIPTION - ASSISTANT PUBLIC WORKS OFFICER, [REDACTED] GS-11

I. DUTIES AND RESPONSIBILITIES

Under the general direction of the Public Works Officer, the incumbent serves as Deputy Public Works Officer. The Public Works Officer is responsible for the maintenance, repair, and upkeep of all station buildings, utilities, facilities, equipment, fixtures, grounds, and roads; the construction, renovation, alteration, or installation of new or existing structures, facilities, and equipment; operation and maintenance of the station motor pool and automotive repair shop; organization of fire prevention methods and direction of emergency fire fighting personnel and equipment. The physical plant maintained by the Public Works Office includes five main buildings totalling approximately 36,500 square feet, several repair buildings, the motor pool containing 22 vehicles, and access roads and grounds. As Deputy Public Works Officer, incumbent fully shares in the following duties and responsibilities and acts for the Public Works Officer in his absence:

1. Develops and supervises a preventative maintenance program to anticipate and eliminate costly emergency repairs.
2. Supervises and directs emergency repairs to all facilities and utilities.
3. Acts as Contracting Officer for all contracts for maintenance, repair, or construction of facilities and utilities.
4. Inspects and approves the work of contract personnel in accordance with drawings and specifications.
5. Installs and maintains all utility services including water supply, sewerage, electricity, fuel, telephone, disposal services and air conditioning.
6. Inspects and repairs Agency furniture in accordance with [REDACTED]
7. Directs the operation of the Carpenter Shop, Electrical Shop, Plumbing and Heating Shop, Road and Grounds Crew, Station Motor Pool, and the Automotive Repair Shop.
8. Serves as the station Fire Marshall.

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9. Supervises and guides approximately 20 indigenous crafts-men and laborers.

10. Maintains records and files of all Public Works operations.

II. SUPERVISION RECEIVED

Incumbent works under the general direction of the Public Works Officer and in accordance with established policies, procedures and regulations.

III. QUALIFICATION REQUIREMENTS

1. **Knowledge:** Thorough knowledge of maintenance, operation and control of diesel and gasoline engines and generators. Familiarity with electrical switch gear, transformers, and air conditioning and heating systems. General awareness of skills involved in design, specification writing, drafting, surveying, and general construction practices.

2. **Skills:** No specific manual or clerical skills are required but should have fair degree of language aptitude.

3. **Abilities:** Must be capable of repair and operation of reciprocating engines and generators. Must be capable of planning, scheduling, and supervising the work of a maintenance force of approximately 20 men. Must be able to read and interpret basic engineering drawings.

4. Work Experience and Education:

a. **General Requirements:** 10 years of progressively responsible experience in the maintenance and operation of small power plants, five of which in a supervisory capacity over at least 10 men.

b. **Alternate Requirements:** Three years of Agency experience in a supervisory capacity in the maintenance section of a station with extensive emergency power equipment.

c. **Allowable Substitutions:** Successful completion of a diesel generator course as conducted by a reputable manufacturer may be substituted for two years experience. Each year of accredited engineering study; not necessarily toward a degree, may be substituted for one year of experience.

5. **Personal Characteristics:** Mature judgement, ability to maintain supervisory capacity with working men and indigenous personnel, diplomacy, resourcefulness.

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6. Special Requirements: Willingness to undertake Agency training in the basics of Maintenance Management, i. e., scheduling, planning, classification, coordination and work generation and reception.

IV. POSITION PROGRESSION:

The position should be filled from:

1. A lateral movement by an Assistant Station Engineer of another station.
2. Induction of a qualified individual from private industry or another government agency.
3. Promotion of ^{CONFIDENTIAL} qualified staff personnel from within the maintenance branch of [REDACTED] [REDACTED]

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Logical progression from this position would be laterally to an Assistant Maintenance Engineer's post at a larger station or upward to the Maintenance Engineer's position at this station.

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